



Looking for work with daytime hours, no weekends, and most holidays off?

This full-time Assistant Deputy Clerk position offers paid leave, a benefits package, and on the-job training!

Custer County Auditor's Office is accepting applications for a full-time Assistant Deputy Clerk. The ideal candidate will be detail-oriented, organized, and able to work both independently and collaboratively while providing excellent customer service. This position includes a variety of administrative duties and requires interaction with the public. The position is full-time with county benefits, and the starting wage is \$17.00 per hour.

Position description listed below and applications are available at <https://www.custercountysd.com/employment/> or by contacting Amber Maidens, Custer County Human Resources, 420 Mt. Rushmore Road, Custer, SD 57730, 605-673-8134, amaidens@custercountysd.com.

Applications will be accepted until filled.

Custer County is an equal opportunity employer.

POSITION TITLE: Assistant Deputy Clerk

REPORTING TO: Custer County Auditor

SALARY: \$17.00 per hour

HOURS: 40 hours per week | 8:00 AM – 5:00 PM | M-F

LOCATION: Custer County Courthouse, Custer, SD

PURPOSE OF THE POSITION:

The Assistant Deputy Clerk provides administrative support to the various County Offices where needed/as needed by maintaining records, processing transactions, and assisting with public inquiries. This position ensures compliance with county policies and legal requirements while delivering high-quality customer service. This position entails rotating between the various offices.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Maintain and organize county records and documents.
- Process transactions such as property taxes, voter registrations, and marriage licenses.
- Provide customer service and respond to public inquiries regarding county procedures.
- Assist with election duties, including ballot organization and inputting voting results.
- Prepare agendas, record minutes, and schedule meetings for county officials.
- Enforce county policies and legal requirements related to public records and document access.
- Collaborate with other county departments and officials on various tasks and projects.
- Assist with budgeting, financial management, and authorization of payments.
- Attend training and professional development opportunities.

PHYSICAL REQUIREMENTS:

- Must be able to sit, walk, stand, bend, kneel, and reach as needed.
- Manual dexterity is required for typing, writing, and handling documents.
- Must be able to lift/move up to 20 lbs. unassisted.

ABILITIES & SKILLS:

- Strong organizational and multitasking skills.
- Excellent verbal and written communication abilities.
- Ability to maintain confidentiality and professionalism.
- Proficiency in Microsoft Office Suite and general office technology.
- Strong attention to detail and accuracy in recordkeeping.

EDUCATION & EXPERIENCE:

- High school diploma or equivalent required; college coursework preferred.
- 1–2 years of administrative experience in a government or public sector role preferred.
- Customer service experience highly valued.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW OTHER INSTRUCTIONS AND PERFORM OTHER RELATED DUTIES AS ASSIGNED.